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ABSTRACT

This handbook contains rules, regulations, and expectations required of General Cooperative Education (GCE) students in Huntsville High School (Arkansas). The guide contains the following sections: (1) what is the GCE program; (2) basic beliefs concerning GCE; (3) rules and regulations concerning employment; (4) rules and regulations concerning school; (5) rules and regulations concerning the employer; (6) the General Cooperative Education Clubs of Arkansas; (7) on-the-job training; (8) responsibilities when you begin your job; (9) student code of ethics; and (10) index. The index contains the forms needed in the Cooperative Education program: (1) verification of insurance; (2) student's classroom rating sheet--evaluation of student's classroom performance by coordinator; (3) GCE work report; (4) travel permission form; (5) GCE employment and wage record; (6) GCE training agreement; (7) GCE contract; and (8) points to be graded. (NLA)

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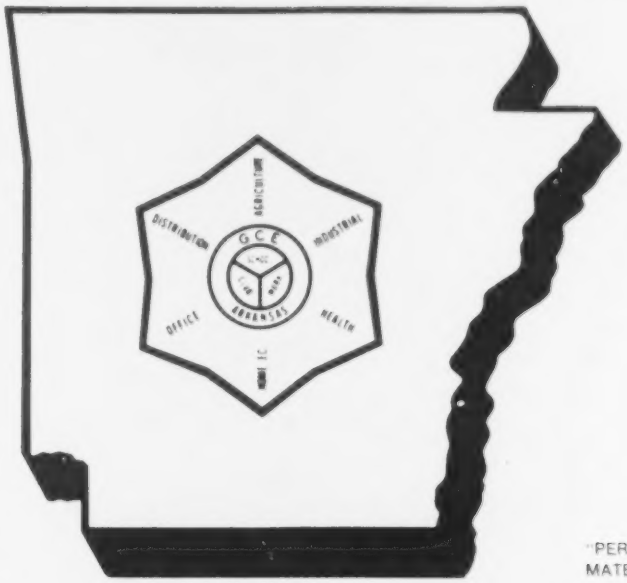
GENERAL COOPERATIVE EDUCATION CLUBS OF ARKANSAS

Arkansas



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P R E F A C E

This handbook is written for the use of students as well as counselors, teachers, school administration, employers and parents. Rules, regulations, and expectations that are required of General Cooperative Education students are described in this handbook.

LLOYD E. HAUGHT, Teacher/Coordinator
General Cooperative Education
Huntsville High School
Telephone: (501) 738-6492 School
232-5724 Home

> No two persons are born exactly alike, but each differs from each in natural endowments, one being suited for one occupation and another for another ...all things will be produced in superior quantity and quality and with greater ease when each man works at a single occupation in accordance with his natural gifts.
>
> PLATO

WELCOME

As your General Cooperative Education Teacher/Coordinator, I would like to welcome you into the General Cooperative Education Program. I hope this year will be an enjoyable and successful one for you.

General Cooperative Education is a cooperative vocational education training program which provides instruction and training for students preparing for a career. As a GCE student, you have agreed to accept the responsibilities of being employed while attending school. Your GCE training station is a vital part of your education.

The General Cooperative Education Student Guide will help you understand your responsibilities as a cooperative GCE student in the General Cooperative Education Program. The guide is written to include on-the-job training, classroom instruction, and GCECA activities. This training guide is designed especially to assist you in understanding the operation of the General Cooperative Education Program. Read it. It explains the policies and procedures, rules and regulations, and other general information. I encourage you to share this guide with your parents.

This looks like a great year---your year in General Cooperative Education.

WHAT IS THE GENERAL COOPERATIVE EDUCATION PROGRAM?

General Cooperative Education is an educational program in which the school and cooperating businesses in the community offer training in various occupations by utilizing the facilities of both to the greatest extent possible.

Over 50 years ago, the University of Cincinnati decided that engineers could be better educated if they spent part of their school career in employment and if the school program could be related to the things that the student had learned on the job. The idea caught on to the extent that there are more than 160,000 students in some 4,800 different cooperative type programs in more than 3,000 high schools and junior colleges. The primary goal of the cooperative program is to prepare the student for gainful employment.

Congress thought enough of this type of Vocational Education Program that they designated special funds for it in 1968.

BASIC BELIEFS CONCERNING GCE

...That preparation for gainful employment and for advancement in a specific occupation is the PRIMARY goal of the GCE Program.

...That the GCE Program should engender an understanding and appreciation of the American Private Free Enterprise System as a cornerstone of the American democracy.

...That the GCE Program should encourage and promote the use of ethical standards in business and industry.

...That the GCE Program should stimulate the student's interest in his/her chosen occupational field by providing an understanding of the opportunities it offers him/her to be a contributing member of society.

...That the GCE Program should provide training that results in increased efficiency in his/her chosen field.

...That the GCE Program should be sensitive to changes in business practices and procedures as they are affected by societal, economic, technical, and educational developments, and adapt itself to such changes.

...That the GCE Program should strive to develop among employers, employees, and consumers a wider appreciation of the value of specifically trained personnel.

...That the GCE Program is only a part of the total education curriculum and that the goals and objectives of GCE are in every way consistent with the philosophy and objectives of education at our school.

CONCERNING EMPLOYMENT

You have been selected from a large group of applicants to participate in the GCE Program this year. You have been given the opportunity to gain valuable work experience, earn your own money, and gain skills that will be very worthwhile to you in your working career. Since you have been afforded these privileges, you must be willing to accept a great many responsibilities.

The following rules and regulations concerning employment apply to all GCE students and have been designed to protect the student, the school, and the employer.

(1) All students must be employed (or have a specific written agreement with an employer of an approved training station that the employment is forthcoming) at least two weeks after the beginning of the school year.

(2) A student must be employed a minimum of 15 hours (average) per week throughout the school year.

(3) The student is expected to take advantage of any and all training materials available at the training station (training manuals, magazines, books, workshops, seminars, etc.).

(4) If a student's employment is interrupted due to slow business conditions, he/she will be considered to be employed if the layoff is of short duration. if the unemployment is to be lengthy, every effort will be made to find another suitable training station so the student will not lose credit for work.

(5) If a student is discharged from his/her job for any of the following reasons, that student is subject to IMMEDIATE DISMISSAL FROM THE GCE PROGRAM WITH LOSS OF ALL CREDITS:

(a) Dishonesty (with time, money or merchandise)
(b) Poor job attitude
(c) Lack of interest in job
(d) Frequent absenteeism
(e) Lack of cooperation with fellow workers
(f) Quitting job without Coordinator & Training Sponsor approval
(h) Changing job without Coordinator & Training Sponsor approval

(6) Students must comply with all federal and state wage and hour laws concerning the employment of minors.

(7) Students will be evaluated each grading period by the sponsor and the Coordinator.

(8) If a student is employed hours other than those at his/her assigned training station, those hours are considered to be the student's "own." Medical appointments, shopping trips, bill paying, family outings, social engagements, etc., should be scheduled during this "free" time so the student will not have to miss school classes for these reasons. GCE students may be asked to remain at school between their last class and 3:25 p.m. on days not working, in order to help on various activities and projects.

(9) If a student is absent from school and/or work, IT IS THE STUDENT'S RESPONSIBILITY to inform the Coordinator WHY he/she will not be at school that day. The telephone in the GCE room is to be used to call the Coordinator no later than 9 a.m. on the morning he/she will not be in school. The number is 738-6492.

A student will NOT be allowed to report to work after missing school WITHOUT PERMISSION of the Coordinator. Violation of this rule will result in the student being truant and could lead to DISMISSAL from the Program WITH LOSS OF CREDIT.

(10) If a GCE student is for any reason UNHAPPY with his/her job, IT IS THE STUDENT'S RESPONSIBILITY to inform the Ccordinator IMMEDIATELY and the Coordinator will investigate the situation. IT IS THE COORDINATOR'S DECISION as to whether the student will be allowed to change jobs after consulting with all concerned parties. If FOR ANY REASON, the student quits a job or changes jobs without the Coordinator's approval, he/she will receive a FAILING GRADE for that grading period and will consequently be DROPPED from the GCE program.

(11) A student on the job is under the complete supervision of the Training Station sponsor and MUST abide by company policy AT ALL TIMES.

CONCERNING SCHOOL

Much will be expected of you as a GCE student this year. Your final years in the public school system should be the very best you've had. In order to insure you of a great year this year, some guidelines have been drawn up listing the expectations of GCE students. It is hoped that this list will help you realize what will be expected of you.

(1) You are expected to be in school every day it is physically possible for you to attend.

Take good care of yourself and your transportation. Even you can't learn much if you are not present.

(2) You are expected to be on time for all school activities (especially your classes).

Most tardiness is caused by individual neglect or just unconcern. Invest in an alarm clock and a watch and be here on time.

(3) You are expected to abide by ALL school policies and regulations at ALL TIMES.

Know your school Handbook. Contrary to the belief of some, rules are made to be obeyed, not broken.

(4) You are expected to carry out all dealings with school administrators, teachers, counselors, and other staff members in a friendly, yet business-like manner.

These people are here to help you. Treat them with the respect they deserve.

(5) You are expected to complete school assignments as best you can and get them done on time.

NEVER use working as an excuse for not doing your school assignments.

(6) You are expected to take good care of any materials or books issued to you.

Return all loaned materials USED but not ABUSED.

(7) You are expected to attend ALL school activities that take place during your scheduled TIME at school.

Support the activities of YOUR school by attending school assemblies, programs, and all the other events.

(8) You are expected to leave the campus IMMEDIATELY after the completion of your schedule unless specific permission is granted to remain on campus by the coordinator.

We don't need you just "hanging around." Make yourself scarce when you are through with your classes.

(9) You are expected to be honest at all times.

Dishonesty will get you somewhere (ELSE) besides in the General Cooperative Education Program.

(10) You are expected to make up work you may miss due to illness, family emergencies, or involvement in GCE functions and activities.

Don't wait for the teacher to tell you what you have to make up; get the assignment in advance of the absence if at all possible, but, in any case, keep up with your school work.

(11) You are expected to take care of all financial obligations, lost or damaged books, GCECA dues, and any other obligations.

(12) You are expected to be an ASSET to the GCE Program, your training station, the school, and the community in all activities this year.

GET INVOLVED...BUT BE CONSTRUCTIVE..!!!

CONCERNING THE EMPLOYER

(1) Through a cooperative plan between the school and the business, an agreement has been reached concerning the training of the GCE student.

(2) The employer is considered a partner in the training program and should assist the coordinator by providing good training experience and on-the-job instruction.

(3) The training station provides an average of at least fifteen (15) hours per week of employment during the year.

(4) GCE students will be paid according to state and federal wage laws. Increase in pay is up to the employer.

(5) GCE students are subject to all store policies and should never request special treatment.

(6) The Coordinator will visit the training station at least once each month of school to observe the student, evaluate his/her performance, discuss problem areas with the training station sponsor (employer), and assist in any other way with the student's training.

(7) The evaluation of the student's on-the-job performance will be made each grading period by the coordinator, the training sponsor, and the student.

(8) The employer is under no obligation to keep the student in his/her employ after completion of the training period. It is hoped that the employer will want to keep the student.

CONCERNING GCECA

The General Cooperative Education Clubs of Arkansas (GCECA) is an integral part of the total GCE Program. Each GCE student joins the state and local GCECA Chapter. Through participating in GCECA, the student has many opportunities to develop social graces, and foster civic pride.

All GCECA functions are required. All students must have valid reasons for not participating in GCECA activities. The student should be aware of any and all activities and arrange their schedule accordingly. Club meetings, social functions and the Employer Appreciation Banquet WILL BE attended by all students. Employers should be made aware of these functions and agree to reschedule the student if these functions conflict.

GCECA will be an integral part of the student's grade. If the student is not participating in club functions as noted above, the Coordinator will take this into account when calculating grades.

The local Huntsville GCECA Chapter has been involved in many progressive projects in past years. Some of them being: Madison County Fair Booth at Madison County Fair; Employer & Employee of the Week spot in the newspaper; weekly radio programs highlighting Vocational Education Department at Huntsville High School; Chapter Socials; Christmas Party; State Leadership Conference each year; help with Kiwanis collecting food baskets for needy families at Thanksgiving, etc.

The following officers are elected each year to lead the Chapter: President, Vice President, Secretary, Treasurer, Reporter, Photographer, Sergeant at Arms, Parliamentarian and Historian/Inter Club Council Representative.

Club meetings are held twice each month. The meetings are located either in the classroom or the place is designated a month ahead of time.

All GCE students should strive to be actively involved in GCECA. Being active not only helps the Chapter accomplish many worthwhile goals, but also gives the individual student a great feeling of accomplishment and self-worth. HELP US MAKE OUR GCECA CHAPTER THE BEST IN THE STATE.

ON-THE-JOB TRAINING

The purpose of the on-the-job training phase of the General Cooperative Education Program is to provide planned learning experiences in varied occupations. Your training sponsors or supervisors have agreed to provide you with approximately 15 hours of work experience for which you will receive pay and school credit.

On-the-job training is an important part of the General Cooperative Education Program. A job is more than a way of earning a living; it is a way of life. Knowing what your job is, being ready to work, and fitting into the company are the ways in which you become a valuable employee. If you give an honest share of yourself to your job, you will receive in return not only your salary, but also many valuable fringe benefits, the satisfaction of having done a good day's work, and of having a firm grip on your business future, and developing meaningful friendships.

Your job success is in your hands; only your right attitudes, proper habits of work, and eagerness to learn will bring you advancements on the job and the substantial earnings that accompany success. It all depends on YOU. As a student-learner, you must accept certain responsibilities to help make this on-the-job training experience a successful one. ***REFER TO THE TRAINING AGREEMENT FOR SPECIFIC POLICIES.

WHEN YOU BEGIN YOUR JOB

After you have accepted a position and have reported for work, you will want to immediately accept your responsibilities both to keep your position and to set the stage for advancing as fast as you can. This involves more than doing only the tasks involved in the performance of the job itself. Accept your responsibilities from the beginning.

Be on time. This indicates your reliability and dependability.

Be groomed and dress properly. Most positions have standards of grooming and dress. Blue jeans for most jobs are NOT appropriate.

Be punctual. Report to work on time. This means being ready to begin work when you are scheduled.

Show initiative. Always find something to do - keep busy - don't sit or visit with other employees. Do the tasks assigned to you and then do more. Don't be a clock watcher.

Be proud of your work. Strive to make sure the work you do on your job is neat and accurate and is completed according to instructions. Develop self-pride in all work done as it represents you and your employer to your customers.

Keep all matters of business in strict confidence.

No phone calls or visits by friends while you are working. You can visit or see them after work.

Shoplifting in your business or any other business is grounds for IMMEDIATE DISMISSAL from the GCE program.

Be observant. Observation is the first step toward learning and growing on the job.

Listen and follow directions. Ask questions when in doubt. Don't be afraid to ask for help. However, you should remember what you were told, rather than to ask many times. Carry a small notebook to write down assigned tasks. This will help you remember.

Be cooperative. Be ready to help other employees when possible. Teamwork is important.

Learn all company rules and regulations.

Look alive and show your enthusiasm. Be sure you have plenty of rest. Maintain good physical condition. Look and act as if you enjoy your job.

Leave your personal problems at home or school.

Be loyal to your company. Don't discuss your work-related problems and gripes with friends. To be loyal also means using your company products or services as well as speaking highly of your company.

Don't "bolt" out of the door when you are done working.

Keep a positive attitude. Don't feel your employer owes you a job - you must earn it. No one has the perfect job - there are unpleasant tasks in everyone's work.

STUDENT CODE OF ETHICS

The General Cooperative Education Program is planned to develop a student-trainee academically, economically, and socialy. In doing this, there are definite things that must be done. There are responsibilities the student-trainee must realize and agree to cooperate in carrying them out to the fullest extent.

As a condition for completion of the General Cooperative Education Program, I therefore agree:

1. To be regular in attendance in school and on the job. (This includes days on the job when school is not in session such as: teacher's meetings, Christmas vacation, Spring break, etc.)

2. To be on time at school and on the job.

3. To notify my Teacher/Coordinator and my employer by telephone early, (before 9 a.m.) on days that I am absent from school.

4. If I am absent from school, I will be absent from work on that day unless the coordinator is contacted and a valid explanation is given prior to going to work.

5. To carry out my training on the job in such a manner that I will reflect credit upon myself and the General Cooperative Education Program.

6. To perform all my duties in a commendable manner and perform related study assignments with earnestness and sincerity.

7. To conduct myself in a satisfactory manner, both on the job and in the classroom, or my training may be discontinued and I may be removed from the program with a loss of credits.

8. To attend any approved functions my GCECA Chapter sponsors.

9. To pay all normal fees and charges necessary for club activities, i.e., banquet, conferences, field trips, etc., if the club cannot support total expenses.

10. To accept counseling and guidance from my Teacher/Coordinat as an aid to personal improvement.

11. To make a concerted effort to abide by all school rules and regulations, and thereby avoid detentions.

12. That while I am at work, I am in a school program and the appropriate school rules apply, i.e., no smoking on the job, etc.

13. The parent or guardian will be responsible for the conduct, dress, and insurance, both auto and health-accident, for students participating in the program.

14. I understand that if I use a car as transportation to and from my training station, I will observe all traffic regulations and school policies with extreme care. Also, I will conform to all school regulations on the registration of this car.

15. I know that it is my responsibility throughout the year to be well dressed and groomed both in school and on the job.

16. I will not quit or change training stations without first talking this over with my parents and teacher/coordinator and receive mutual agreement from them.

17. To realize that I am under the jurisdiction of the school throughout the training hours.

18. To know that the teacher/coordinator is the recognized authority for adjustments or changes in my training.

19. To know that I must continue my training throughout the school year or else lose my credit.

20. To attend the Employer Appreciation banquet with my employer as my guest.

DATE_____SCHOOL YEAR 19__ 19__

STUDENT'S SIGNATURE_____

PARENT'S SIGNATURE_____

(Make out in duplicate, one copy to teacher/coordinator, one copy to parents.)

INDEX

This section contains the forms that need to be used in the Cooperative Education program at School.

VERIFICATION OF INSURANCE

To qualify for the General Cooperative Education program at HUNTSVILLE HIGH SCHOOL, you must have your own transportation to and from work, and must have automobile liability insurance which will be in force for the entire school year.

You must provide the following information concerning your automobile insurance:

Name of Company_____

Agent and agent's address:_____

_____

Amount of liability coverage:_____

Date of expiration:_____

Further, I give you the authority to contact auto insurance agent for the purpose of verifying my insurance coverage.

Signed:_____ _____
Student Parent or Guardian

Date:_____

Arkansas Vehicle Tag Number_____

HUNTSVILLE School Student Sticker Number_____

STUDENT'S CLASSROOM RATING SHEET

EVALUATION OF STUDENT'S CLASSROOM PERFORMANCE BY COORDINATOR

Name of Student_____Date_____

Circle the number which best describes your personal opinion about each category.
Use Scale: 1 Unsatisfactory, 4 Average, 7 Excellent

Punctuality and attendance	1 2 3 4 5 6 7
Calls in when not in school	1 2 3 4 5 6 7
Attitude toward classroom work	1 2 3 4 5 6 7
Classroom work turned in and on time	1 2 3 4 5 6 7
Personal Appearance	1 2 3 4 5 6 7
Workmanship (quality of work)	1 2 3 4 5 6 7
Improvement in skill	1 2 3 4 5 6 7
Ability to get along with others	1 2 3 4 5 6 7
Ability to follow instructions	1 2 3 4 5 6 7
Initiative - to do projects on own	1 2 3 4 5 6 7

Additional remarks_____

_____

_____

_____

_____

_____

_____

_____
Coordinator's Signature

GENERAL COOPERATIVE EDUCATION WORK REPORT #___

ACCUMULATIVE: HOURS NOT INCLUDING THIS SHEET_____

WAGES NOT INCLUDING THIS SHEET_____

NAME_____ DATE_____ TRAINING STATION_____

HOURLY WAGE_____

Complete the daily schedule below including your daily duties for the week. This form must be completed weekly.

MONDAY FROM_____to_____	DUTIES	PROBLEMS
TUESDAY FROM_____to_____		
WEDNESDAY FROM_____to_____		
THURSDAY FROM_____to_____		
FRIDAY FROM_____to_____		
SATURDAY FROM_____to_____		
SUNDAY FROM_____to_____		

STUDENT COMMENTS:	TOTAL HRS. FOR THE WEEK____@____ TOTAL WAGES FOR THE WEEK_____

TEACHER COMMENTS:

TRAVEL PERMISSION

In addition to the classroom phase of the General Cooperative Education program, the students frequently make educational trips to stores during class time. The purpose of these trips is for observation or for materials to be used in displays, or club activities. Sometimes during the year, some students will need to leave the campus to appear as speakers for civic clubs, or radio programs, or for visits with business executives.

Since these activities take place during school hours, it is the policy of the school to have the permission of parents before we can permit a student to have this opportunity. He/she may leave the campus as a passenger or a driver.

In addition to the field trips, our Youth Organization (GCECA) attends Regional and State Meetings.

If you can give "blanket permission" to attend field trips, and other activities, please sign below:

_____
(Parent)

_____
(Student's Name)

_____
(Date)

GENERAL COOPERATIVE EDUCATION EMPLOYMENT & WAGE RECORD

NAME OF SCHOOL_____ STUDENT'S NAME_____

TRAINING STATION_____ AGE_____ SOC. SEC. #_____

SUPERVISOR_____ STORE ADDRESS_____

YOUR JOB_____ HOURLY WAGE_____

HOURS WORKED PER SCHOOL DAY_____ HOURS WORKED PER WEEK_____

WEEK	WEEK ENDING	HOURS THIS WEEK	TOTAL HOURS	GROSS WAGES	TOTAL GROSS WAGES
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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25					
26					
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28					
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30					
31					
32					
33					
34					
35					
36					
37					
38					

First Semester Totals Hours_____
Wages_____

Second Semester Totals Hours_____
Wages_____

LAST NAME _____ FIRST _____ MI ___ SOCIAL SECURITY NO. _____ HOME PHONE _____

STREET NO., BOX, OR ROUTE _____ CITY _____ STATE _____ ZIP _____ PARENT/GUARDIAN _____

GRADE IN SCHOOL _____ BIRTHDATE _____ AGE _____ RACE _____ SEX _____

TRAINLNG STATION _____ ADDRESS _____ PHONE _____

YOUR HOURLY WAGE _____ AVERAGE HOURS/WEEK _____

YOUR SCHEDULE AT SCHOOL:

	COURSE	TEACHER	GRADES								HANDICAPS/HEALTH PROBLEMS
1.											
2.											
3.											
4.											
5.											
6.											
7.											

HUNTSVILLE HIGH SCHOOLS

GENERAL COOPERATIVE EDUCATION

TRAINING AGREEMENT

The purpose of this training agreement is to clarify the major individual responsibilities of the student, the parents, the teacher/coordinator, and the training supervisor in a cooperative occupational education program conducted with the HUNTSVILLE SCHOOL District. Emphasis is placed on training and career development of the student and the program is not intended to be an employment facility for either students or employers.

1. STUDENT'S AGREEMENT

It is understood that training stations are educational and that class credit will be given for the experiences upon completion of a minimum of 15 hours per week (average) or approximately 270 hours per semester of on-the-job training.

The student should have a desirable balance between classroom responsibilities and those assignments required by the training station. Forty hours per week of this combination is suggested to keep a balance between classwork and on-the-job training.

The student may change training stations or resign from his/her training station ONLY with permission of his teacher/coordinator and training supervisor.

The training station is operated for training purposes only, and the training position may be terminated by the employer when the student leaves the program. The student is NOT ELIGIBLE for unemployment compensation.

The student will be evaluated at frequent intervals during the probationary period and the remainder of the year.

The student will accept the responsibility of cooperating with the teacher/coordinator in selecting an appropriate training station.

The student will accept the responsibility for providing his/her transportation needs.

The student will notify the coordinator and training station sponsor if he/she will be absent from either school or his/her training station.

If the student is failing the related classes, he/she may be removed from his/her training station until satisfactory improvement is made.

Honesty in regard to money, time, or attendance is expected of each cooperative GCE student. Lack of integrity can be grounds for probationary action or ultimate dismissal.

If the student is terminated, he/she will report to the coordinator on the next school day.

The student, if unemployed, will report daily to the coordinator to:

A. Present evidence of specific job interviews for that day.

B. Spend their working periods (OJT) doing work assigned by the coordinator.

The student is strongly encouraged to become an active part of GCECA. This professional organization provides the student the opportunity to develop social skills through working with students and business people in the community. Competitive activities challenge the student to practice business skills they have developed in the GCE program.

I understand that my teacher/coordinator will keep close communication with my parents and the teacher/coordinator will be the first person contacted in regard to my part in the GCE program.

Signed:_____ Date:_____

2. TEACHER/COORDINATOR'S AGREEMENT

I will work closely with the student in the GCE program, with his/her training sponsor, and with his/her parents. I will attempt to unite the training station experience with the learning experiences in the classroom.

Signed:_____ Date:_____

3. PARENT'S AGREEMENT

I have read and understand the agreement entered into by my _____ and his/her teacher/coordinator, and I agree to be a supportive member of the cooperative education team. I agree to contact the teacher/coordinator first, relative to any problems pertaining to the cooperative program.

Signed:_____ Date:_____

4. TRAINING SPONSOR AGREEMENT

I will work closely with the student and teacher/coordinator in the cooperative program. I will attempt to provide training experiences which will contribute to the student's career objectives.

The cooperating employer assures that students will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, or handicap.

Signed:_____ Date:_____

HUNTSVILLE HIGH SCHOOL
GENERAL COOPERATIVE EDUCATION CONTRACT

Date _____

Cooperative education can give you perhaps the finest experience of your high school career. You will have an opportunity to climb the employment ladder before you graduate from high school, to gain valuable work experience, to earn your own money, and to equip yourself with a skill that is valuable to a business in the community. Taking cooperative education is a privilege not afforded to all students. With this privilege comes responsibility. Cooperative education is more than getting out of school at noon.

I, _____ understand that as a participant in the _____

_____, cooperative education program at _____

I am required to observe the following guidelines.

1. Each cooperative student must have an approved training station by the deadline for school schedule changes or be put into a regular schedule. If the student is promised a job at a later time the job opportunity must be verified by the coordinator.
2. The place of employment is considered a "training station" and the student is expected to take advantage of all training materials available. Any in-service provided by the employer that requires employees to attend must be attended by the cooperative student. In-service during school hours will be authorized, provided it is approved by the coordinator and principal.
3. If a student's employment is interrupted due to slow business conditions, he/she will be considered employed if the unemployment is of short duration. If there is no possibility of being recalled, every effort will be made to place the student in another position. A minimum of 270 working hours per semester (an average of 15 hours per week) is required to receive school credit.
4. If a student is discharged from a training station due to improper job performance he/she will be dropped from the cooperative education program and receive an "F" for all co-op credits and be re-scheduled as determined by the school principal.
5. The job training is part of the daily school schedule. Since school credit is received for this training, it is treated as any other scheduled class. If a student is unhappy with his/her training station, he/she must consult with the coordinator immediately and the coordinator will investigate the situation. The coordinator will make every effort to resolve the job training problem to the best interest of the training station and student. If a student quits or changes training stations without discussing the situation with the coordinator, he/she will receive an "F" in all cooperative education credits and be re-scheduled as determined by the school principal. Also, if a student is suspended from school he/she may not attend work.
6. If a student is found to be dishonest with his/her employer's time, money or merchandise, he/she will be dropped from the cooperative education program and receive an "F" for all co-op credits for the semester and be re-scheduled as determined by the school principal.
7. All students must comply with all state and federal legislation concerning employment.
8. The student will be evaluated by his/her employer each grading period. The student and coordinator will hold private conferences concerning training progress.
9. School classes and on-the-job training are interrelated; therefore, a student is expected to attend classes in order to report to the training station that day. If an unexpected absence should occur, the student will notify the coordinator as early as possible.
10. If an emergency will not allow a student to report to work on time, he/she must notify the employer and coordinator by 8:30 A.M.
11. While on the job, a student is under full control of the employer and is expected to follow all company policies and be a good representative of this high school and this Cooperative Education program to the business community.
12. Each student is required to support and attend the employer-employee banquet.
13. Students will recognize the teacher coordinator as the primary authority for guidance and counseling of this program.
14. The student will be expected to participate fully (85%) in all related youth organization activities.
15. Any exceptions to this contract will be handled on an individual basis as the need arises. Such exceptions will be in writing.

_____ _____

Student's signature | Parent/Guardian's signature

_____ _____

Teacher-Coordinator's signature | Principal's signature

_____

Employer

POINTS TO BE GRADED

CODE: 4-Excellent, 3-Good, 2-Average, 1-Poor,

Make a check under the appropriate column.		1st Grading Period					2nd Grading Period					3rd Grading Period					4th Grading Period				
		4	3	2	1		4	3	2	1		4	3	2	1		4	3	2	1	
01	Conforms to company Dress Regulations																				
02	Personal Cleanliness																				
03	Regular Attendance																				
04	Enthusiasm																				
05	Self Control																				
06	Well Mannered																				
07	Punctuality																				
08	Respects Rules																				
09	Dependability																				
10	Accepts Responsibility																				
11	Completes assign tasks																				
12	Knows job procedures																				
13	Uses initiative																				
14	Willingness to learn																				
15	Takes pride in Work																				
16	Quality of Work																				
17	Follows instructions																				
18	Attitude Toward Job																				
19	Attitude Toward Customers																				
20	Attitude Toward Constructive Criticism																				
21	Attitude Toward Other Workers																				
22	Other Skills:																				
	a.																				
	b.																				
	c.																				
	d.																				

Supervisor please sign on back and add any comments or suggestions